



**Middleton Public Library Board Minutes**  
**Archer Rooms (lower level)**  
**November 8, 2011**

**Members present:** Shoemaker-Allen, Brar (arrived 7:20), Gillman, Helmuth, Irish, Kubiak

**Excused Absences:** Clay, Hammes, Soeteber

**Staff present:** Library Director Westby, LAII Light

**Visitor:** Jeffrey K. Lambert

**Call to order:** 6:32 President Shoemaker-Allen.

**Approval of Minutes:** Moved by Irish, seconded by Helmuth, to approve minutes of Oct 11, 2011, with correction. (not Shoemaker-Allen, but Soeteber) Motion carried unanimously.

**Approval of Expenditures Report:** Moved by Gillman, seconded by Kubiak.

**RFID Project:** Director Westby discussed quotes from four firms for the completion of the project. As the project is estimated to exceed the budget, she recommended the use of reimbursement funds of \$34,789.85 to cover costs. Gillman motioned to accept the renovation project as proposed; seconded by Irish. Motion carried. Gillman motioned for a requirement that completion of the project not exceed \$200,000; seconded by Kubiak. Motion carried. Westby indicated that construction could begin within the next two weeks, with anticipated completion and by January 2012.

**South Central Library System Agreement:** Copy of the document was provided at the October meeting. Helmuth motioned to approve the contract; seconded by Kubiak. Motion carried.

**Addendum to the ILS Contract:** Document was provided at the October meeting. Motion by Gillman to accept the addendum to the SCLS ILS contract “with reservations”; seconded by Irish. Motion carried.

There was further discussion among members over drafting a letter to SCLS outlining dissatisfaction with the progress of the ILS implementation. Helmuth requested an itemized description of ILS problems, with a discussion of these problems’ impacts on library users, to be discussed at the December meeting.

**Social Networking Policy:** Westby worked on this contract with the City Attorney. This allows users to “like” the Library on Facebook, but not to post to the Library’s Facebook “wall,” preventing improper commenting by users. Gillman moved to accept the Social Networking Policy; seconded by Irish. Motion carried.

**Contingency Fund Policy:** This policy safeguards remaining funds from loss. Gillman motioned to approve; seconded by Helmuth. Motion carried.

## **Monthly Reports:**

Director's Report: Overall circulation numbers are down from this time last year at all 5 top circulating libraries. October 2011 statistics place Middleton as the second busiest LINK library for check-outs (63,167), behind MPL-SEQ (77,244). MPL-MAD is the third busiest for check-outs (55,701)

Librarians' Reports: Interviews for Head of Adult Services position to be held next week. Friends' "Library Libations" benefit to be held this Thursday evening.

2012 Budget: Common Council will hold the public hearing for the 2012 budget on November 29<sup>th</sup>, which includes a reduction in library funding of \$33,500+ in operating and support for the HVAC Control System project.

There was a lengthy discussion on investigating other sources of income that could help keep current library hours. Westby reported due to the establishment of Fund 212 and the adoption of the Contingency Fund Policy the Library Board has the authority to carry over unspent funds from 2011 into the next budget cycle. Therefore, Westby is working with the materials selection librarians to find savings in the current budget to help off-set the shortfall in the coming year and restore the library hours. More solid figures will be available at the next meeting. The Board review this option at the December meeting.

**Report from Bylaws Review Subcommittee:** Shoemaker presented the Suggested Revisions to Bylaw of the Middleton Public Library Board of Trustees. Attention given to the addition to Article III, Sect 3 "Officers shall not serve consecutive terms in the same executive board position." Presentation is for approval at a future meeting.

**Next meeting:** December 13, 2011: 6:30 p.m. proceeded by a social "Meet and Greet" event with Common Council at 5:30 p.m.

**Adjournment:** Moved by Irish; second by Helmuth. Motion carried.

Submitted by Library Assistant II Rebecca Light.

*Note: Minutes were prepared by Light based on her notes and are subject to change or revision as requested.*